



City of Sugar Land
Parks & Recreation Department

Office Hours: Monday - Friday 8 a.m. – 10 p.m.

Saturday 8 a.m. – 8 p.m.

Sunday 1 p.m. – 5 p.m.

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DAY CAMP PARENT HANDBOOK

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Dear Parents, Guardians, and Friends,

Thank you for taking the first step towards ensuring a healthy, developmentally progressive, socially interactive summer for your child or loved one. The Sugar Land Day Camp has been providing a top-rate alternative to traditional day care for over 25 years, and we're confident that you'll find those years of experience in working with tomorrow's leaders will show in the quality of your child's experience this summer.

The Sugar Land Day Camp provides an abundance of opportunities for your child. Not only will the camp have time for physical activity to promote a healthier lifestyle in our next generation, but educational opportunities (including field trips) will also enhance their experience. This summer, your camper will be exposed to social interactions that they will experience daily, from learning from and interacting with our renowned staff to a culturally diverse camper-base, mirroring the incredible diversity of our community. All of these factors combine for a camp experience like no other, one that will promote all aspects of your camper's development from athletic, to academic and social.

The calendar for the Sugar Land Day Camp is a dizzying one, filled with new adventures every day. To assist you in knowing what campers have to look forward to every day and the details of those adventures, we've compiled the "Day Camp Parent Handbook." Within its pages, you'll find an abundance of information on all things "Day Camp," everything from contact information to details about camp field trips.

In addition, there are several parental/guardian consent pages contained herein that require your immediate review and signature. If one of these consent pages is not on file for your child for the summer, he/she will not be able to participate in the said activity. As such, please review the Parent Handbook in its entirety and complete the parental/guardian consent forms immediately.

Again, we fully realize that there are a number of options as to where you choose to enroll your camper for summer fun and activities. We're thankful you've chosen us, and are confident you'll be thankful you did as well!

Sugar Land Summer Staff!
City of Sugar Land Parks & Recreation

REGISTRATION

All campers must be registered, paid in full, and verified 2 weeks prior to their child's first day of camp (i.e. payment must be made by May 23, 2016 if you are registering for Session I, starting on June 6, 2016).

If you have not paid for all sessions in full or are registering for multiple weeks, a 20% deposit is required to hold a spot. The deposit is \$30/Resident or \$37/Non Resident for regular day and \$36/Resident or \$45/Non Resident for the extended day sessions. Registration can be done in person at the Imperial Park Recreation Center using a credit or debit card, cash, or check. Registration can also be done by sending the sign-up form and camper information sheets (found on pages 14-16) to parkreservations@sugarlandtx.gov. Upon receipt of these items you will receive a phone call to complete payment over the phone. If payment of the current week's session cannot be met in this time frame due to unforeseen or temporary circumstances, please contact the front desk at 281-275-2885 to discuss potential arrangements.

Registration fees are as follows:

City of Sugar Land Residents (9 a.m. – 6 p.m.): \$150.00 per week

City of Sugar Land Residents Extended Hours (7 a.m. – 6 p.m.): \$180.00 per week

Non-Residents (9 a.m. – 6 p.m.): \$185.00 per week

Non-Residents Extended Hours (7 a.m. – 6 p.m.): \$225.00 per week

CANCELLATION POLICY

Cancellations must be made a week in advance to allow ample time to fill vacancies. If a cancellation is made in shorter notice, the 20% deposit that was put down to hold a camper's spot will be forfeited. In the event of unforeseen circumstances, please contact the front desk at 281-275-2885 to discuss other possible arrangements.

DROP OFFS AND PICK UPS

Drop off will be at the Imperial Park Recreation Center, 234 Matlage Way. **Upon dropping your camper off, you must come in and sign in the camper.** Exceptions will not be made. Pick-up will also be at 234 Matlage Way and sign-out is also required. Again, exceptions will not be made in terms of failing to sign in/out campers. This is merely another safety measure by which we can ensure your child's safety and well-being. Anyone attempting to pick-up a child and is not on the list of approved persons as provided on the child's information form by the parent/guardian who registered the child will not be allowed to do so. Again, this simply represents another safety measure to ensure your child's safety. The parent/guardian will be contacted before they are released into their custody. If a parent wishes to add persons to their list of approved persons to pick-up their child after they have initially submitted the information form for that child, they may do so only in person, witnessed by a Sugar Land Day Camp staff member.

EARLY DROP-OFFS & LATE PICK-UPS

Campers should not arrive any earlier than 10 minutes prior to the arrival time as detailed on their registration and receipt reflecting the camp selection as chosen by the enrolling parent or guardian. Campers enrolled in the extended session (7am-6pm) should not arrive any earlier than 6:50am, and campers enrolled in the standard program (9am-6pm) should not arrive any earlier than 8:50am. Further, children should be picked up no later than their required pick-up time (6:00pm). Failure to adhere to either of these policies may result in denial of further attempted registration for camp sessions.

Should extraordinary circumstances arise; staff will make every effort possible to work to find an agreeable resolution. Upon determining that special arrangements may be necessary, please contact the front desk at 281-275-2885 to discuss potential arrangements.

VISITORS

We certainly want parents/guardians to share in your camper's Sugar Land Day Camp experience. However, we ask that if you plan to partake in any field trips with your camper, that you inform camp staff prior to that date. Please be advised that transportation of any persons other than those registered as campers or employed as camp staff in transportation contracted for purposes of traveling to and from camp destinations is strictly prohibited. In addition, any additional persons and all costs associated with their participation in field trips (i.e. tickets, entry fees, associated costs, etc.) are the sole responsibility of said persons. The Sugar Land Day Camp will, in no way, incur any costs associated with persons not registered in or employed by The Sugar Land Day Camp.

Should you wish to have lunch with your camper, we also encourage that time shared. We ask that you limit the number of persons having lunch with your camper to immediate family, siblings, and persons listed as approved persons for pick-up/drop-off of your camper. Before/after lunch, participation in camp activities to which there is a fee associated (i.e. field trips, swimming, etc.) by persons not enrolled in camp will not be permitted.

PERSONAL PROPERTY

Should any personal toys or handheld video games be brought to camp and cause problems, they will be confiscated and secured until the day's end, at which point they will be returned to the camper and the parent/guardian informed as the camp's stance on such items. This is merely a means of preventing the loss of personal property.

Cell phones will not be confiscated but are only to be brought by campers as a means of contacting parents/guardians/approved pick-up & drop-off designees. Campers should not be utilizing their cell phones recreationally. The Sugar Land Day Camp would appreciate your assistance in conveying the purpose of personal cellular phones as it relates to participation in camp.

MEDICATIONS AND SAFETY

Should your camper become ill (nauseous, etc.) or be subject to an accident while at camp, an incident report and notification of the designated person(s) will take place immediately. At that point, the parent/guardian or designee must come and retrieve the child from the camp premises so as to determine the severity of the injury/illness and prevent any potential spread to other campers or staff. **If a child is ill prior to attending camp, please assist camp staff in preventing the spread of any potentially communicable diseases (i.e. viruses) or placing your own camper in harm's way by sending him or her with an injury to camp.** Please ensure that all contact phone numbers are up-to-date in the event of an emergency.

Please inform camp staff immediately of any special needs your child may have (i.e. allergies, asthma, medications, etc.), and identify all of the above on your camper's information form in detail. If your child is currently on any medications and will need to take them during camp hours, please notify your child's camp counselor. **All medications must be in their original prescription bottle with the original prescription label.** If not in the original bottle, consumption of the medication will not be permitted. Identification of all medications and administration instructions must be listed in detail on your camper's information form.

LUNCHES

Lunches are the responsibility of the parent/guardian Mondays – Thursdays. A refrigerator will be available for keeping cool lunches that require refrigeration. **Please ensure that your camper's first and last names are prominently written on both the lunch bag/container itself and the drink.** On Fridays, lunch will be provided to campers. Campers will be provided with a pizza party including drinks each Friday.

APPAREL

Campers should only wear apparel that promotes active participation in all camp functions. As such, open-toed shoes will be strictly prohibited, except for at the Sugar Land Municipal Pool and other aquatic outings. Closed-toe tennis shoes, shorts and t-shirts are appropriate attire. Caps and sunglasses are welcome but are the responsibility of the camper. Camp staff will not be responsible for lost or misplaced personal items of any kind.

Campers will each be provided a single (1) Sugar Land Day Camp t-shirt for the summer (not one per week of enrollment). This t-shirt must be worn on days we attend field trips to assist in the identification of campers.

Campers should be prepared each and every day to participate in aquatic play. On various days, campers will visit the Sugar Land Municipal Pool, but on other days will participate in a field trip (Schlitterbahn, Splashway, etc.) that may call for use of a swimsuit. In addition, "Slip-n-Slide" game play (or the like) may be planned for any given day. **Campers should always be prepared with a swimsuit and towel should the need arise.**

Apparel that promotes alcohol products, tobacco products, drug use, gangs, is sexually suggestive or the like is strictly prohibited. Any clothing item that is revealing and deemed inappropriate for the age spectrum of Sugar Land Day Camp (ages 5 – 13) is also prohibited. Any campers wearing items deemed inappropriate will be provided a t-shirt to wear for the day, the inappropriate item retained by camp staff and returned at day's end and the camper's parent/guardian informed as to the expectations of the camp dress code.

MOVIES

A movie will be played on Monday's in the Multi-Purpose. All movies will be rated G or PG. If special accommodations are needed please inform a Sugar Land Summer Day Camp Staff.

ARTS & CRAFTS

Camp staff will seek to bring out all creative aspects of your camper through artistic expression. Arts and crafts projects will be age-appropriate. Ample time, supplies and guidance will be provided for craft sessions. New craft and art projects this year will keep your child involved, intensifying their need to create! We hope that your camper's arts and crafts projects will enlighten them to a side of their creative nature and self-expression previously unexplored or will continue to promote a love that they have already developed.

FIELD TRIPS & OUTINGS

One day of each session, campers will be taken on a field trip. Transportation will be provided by a charter bus provider or 15 passenger van. Each charter bus is air-conditioned, complete with closed-circuit television (on most buses) and a lavatory on board. Campers will conduct themselves with complete respect towards bus drivers, tour guides, staff of visited locations, and any other persons they may interact with (including other patrons). This includes respect of facilities and property of others. They are representatives of the camp, and we want to show all whose paths we cross what makes our kids so special!

The Sugar Land Day Camp will provide transportation for staff members and registered day campers only. Parents or siblings are not permitted due to the space availability. However, sharing in your child or loved one's camp adventures is welcomed and encouraged. If planning to attend a particular camp destination, we ask (as a courtesy) that you:

- 1) notify Sugar Land Day Camp staff of your intentions prior to the day of the trip
- 2) encourage your child's assistance in maintaining standard camp behavioral expectations

Any additional persons wishing to attend trips with a camper must be referenced to Sugar Land Day Camp Staff prior to the trip/destination date. Any fees associated with the attendance of persons other than registered campers or camp staff is solely the responsibility of that individual.

Should you seek to have your camper leave a destination other than the Imperial Park Recreation Center (i.e. from a field trip destination, etc.) you must be a parent, guardian, or person who has already been listed on your child's information form. If the individual seeking to depart from the destination is not confirmed with the child's information form as submitted by the child's parent, he/she will not be permitted to pick up camper.

Policies for field trips also apply to day camp outings (i.e. Sugar Land Municipal Pool, Sugar Land Town Square, Sugar Land Parks, etc.). A complete list of field trips and outing destinations with additional information can be found in the Appendix at the end of this handbook.

SUGAR LAND MUNICIPAL POOL

Campers will visit the Sugar Land Municipal Pool twice a week, Tuesday and Friday. The pool is located in City Park (225 Seventh Street, Sugar Land, TX 77478) at Wood and 7th Streets. It is 25 yards long and ranging 3-12 feet in depth, has two 1-meter diving boards where campers can display their acrobatic-aquatic talents, and has immediate access to large shade structures around the pool's perimeter.

Sugar Land's lifeguards are intensely trained through the American Red Cross. Campers may take a lifeguard-administered swim test before they are allowed to swim in the deep end of the pool and utilize the pool's diving boards.

Campers will spend approximately 2.5 hours at the pool, and should protect themselves accordingly with sunscreen. Children should bring a swimsuit to change in to and bring a towel. Sunscreens are available, but if a particular brand or SPF rate is your preference, please send that product with your camper.

Pool rules do not allow the use of floaties; If you would like your child to wear a life jacket during pool days, please provide one with camper's first and last name on Tuesday and Friday mornings along with the rest of your child's belongings. In addition, if you are not comfortable with your camper's strength as a swimmer or they simply do not wish to swim, please notify your camper's counselor (**if your camper cannot swim, please denote this on your camper's information form**) so other arrangements can be made. Those children that do not wish to swim must remain within the confines of the pool facility, so as to allow their continued supervision.

ELECTRONIC DEVICES

In order to provide a safe, positive and productive environment free from disruptions, distractions and threats, **the use of electronic devices during camp hours are prohibited.** This includes, but is not limited to, Mp3 players, handheld video gaming systems (Nintendo DS, PlayStation, etc.), and iPads or tablets. We encourage active camper participation in all activities; therefore, campers caught violating this rule will have the device in question confiscated for the remainder of the day to be returned upon pick-up.

DISCIPLINE, SUSPENSION & EXPULSION

This should be a summer of laughter, fun, and good times for your camper. Our expectations for behavior are very specific, but very simple: respect of self, respect of others, respect of property.

That having been said, we do not anticipate many disciplinary actions to be taken this summer. However, should the need arise; a wide-array of methods may be employed.

We want for you to be completely aware of all aspects of your camper's experience at Sugar Land Day Camp. In the event that discipline needs to be imposed, one of the following will be the primary courses of action:

- Level 1 – "Let's talk about it!" (one-on-one discussion with counselor to attempt to resolve)
- Level 2 – "Take a Breather!" (not being able to participate in an activity for a short time)
- Level 3 – "DEEP Breath!" (not being able to participate in an activity for a lengthy time)
- Level 4 – "Dear Mom & Dad..." (CAMPER gets to explain, in writing, why they got in trouble)
- Level 5 – "Consultation" (meeting between camp staff, parent/guardian and camper)
- Level 6 – "Suspension" (post-consultation, if behavior does not improve, camper is suspended)
- Level 7 – "Expulsion" (post-suspension, if behavior does not improve, camper is expelled)

Fighting, discrimination of any sort, or destruction of other's property (i.e. other campers, The City of Sugar Land, or any off-site location visited by the Sugar Land Day Camp will result in a Level 5 or higher disciplinary action, depending on the severity thereof. A camper may be suspended for as little as a day, or as much as a week. If expelled, depending on the severity of the warranting actions, campers may face a seasonal expulsion (for the summer) or a permanent expulsion from the Sugar Land Day Camp program.

CONTACT INFORMATION

Camp Registration, Account Balance, Camp Information..... 281-275-2885

parkreservations@sugarlandtx.gov